

From: Juanita Watkins/RTP/USEPA/US
Sent: 4/10/2012 4:28:07 PM
To: Richard Fetzer/R3/USEPA/US@EPA
CC: Mikal Shabazz/R3/USEPA/US; Bonnie Gross/R3/USEPA/US@EPA; Denise-T Page/R3/USEPA/US; Gerald Heston/R3/USEPA/US@EPA; Jacquelin Williams/R3/USEPA/US; Joanna McDonald/R3/USEPA/US@EPA; Ebonie Smith/RTP/USEPA/US@EPA
Subject: Re: Fw: Invoice Approval Reminder -->Contract/DO/Invoice: EPS30703/00035/SE1635-01 NEEDS Approval now...

Richard,
Thanks for your feedback. Hopefully Mikal or Jackie can approve.
Thanks,
Nita

From: Richard Fetzer/R3/USEPA/US
To: Juanita Watkins/RTP/USEPA/US@EPA
Cc: Mikal Shabazz/R3/USEPA/US, Bonnie Gross/R3/USEPA/US@EPA, Denise-T Page/R3/USEPA/US, Gerald Heston/R3/USEPA/US@EPA, Jacquelin Williams/R3/USEPA/US@EPA, Joanna McDonald/R3/USEPA/US@EPA, Ebonie Smith/RTP/USEPA/US@EPA
Date: 04/10/2012 04:22 PM
Subject: Re: Fw: Invoice Approval Reminder -->Contract/DO/Invoice: EPS30703/00035/SE1635-01 NEEDS Approval now...

Juanita, et al:

I don't know how to approve an invoice in Easy Lite. I have never been in the system or know how to use it. Jackie Williams usually approves it with an email from me. Someone else will have to help with this. I don't even know if this system can be accessed from the field, but I am in a command post in northeastern Pennsylvania at a site.

Sorry,

Rich

Richard M. Fetzer
Federal On-Scene Coordinator
100 Gypsum Road
Stroudsburg, PA 18360
(215) 341-6307

From: Juanita Watkins/RTP/USEPA/US
To: Mikal Shabazz/R3/USEPA/US
Cc: Bonnie Gross/R3/USEPA/US@EPA, Denise-T Page/R3/USEPA/US, Gerald Heston/R3/USEPA/US@EPA, Jacquelin Williams/R3/USEPA/US@EPA, Joanna McDonald/R3/USEPA/US@EPA, Richard Fetzer/R3/USEPA/US@EPA, Ebonie Smith/RTP/USEPA/US@EPA
Date: 04/10/2012 04:14 PM
Subject: Re: Fw: Invoice Approval Reminder -->Contract/DO/Invoice: EPS30703/00035/SE1635-01 NEEDS Approval now...

Mikal/Denise/Richard:

All the obligation documents have Richard Fetzer as the PO on this order. Richard should have been getting on the email notices. The invoice is due for payment on Thursday. It MUST be approved asap TODAY in order for it to not be late. Please approve immediately to avoid the late payment penalties charges. I can add Mikal and Jackie since they are listed as the Contract level POs. Please advise.

I cannot update the approving officials without a modification from the CO (except for the contract level POs as stated above.) Thanks for your email, Mikal.

Nita

From: Mikal Shabazz/R3/USEPA/US
To: Juanita Watkins/RTP/USEPA/US@EPA
Cc: Jacquelin Williams/R3/USEPA/US@EPA, Denise-T Page/R3/USEPA/US, Joanna McDonald/R3/USEPA/US@EPA, Bonnie Gross/R3/USEPA/US@EPA, Gerald Heston/R3/USEPA/US@EPA
Date: 04/10/2012 03:54 PM
Subject: Fw: Invoice Approval Reminder

Hi Juanita,

Some time ago you helped us with an issue involving an overdue invoice payment situation that we, as Project Officers, were not away of because the payment notification was not sent to us and you straightened out the problem by adding our names to the list of those authorized to make payments and included the invoice in our Easy Lite mail inbox.

Now we're experiencing a similar situation for the invoice listed below (at the bottom of this message) and are asking for your help once again by looking into this matter and helping us resolve this issue. Please let us know the who is authorized to make those payments and if necessary and our names, i.e., Jackie Williams or me, to the list of authorized payers and include the invoice in our Easy Lite in-box.

Thank you for your kind cooperation and timely response.

Mikal Shabazz, ERRS Project Officer/Emergency Planner
Preparedness and Program Support Branch/HSCD
U.S. Environmental Protection Agency Region III
1650 Arch Street (3HS33)
Philadelphia, PA 19103
Ph: 215.814.3281/Fx:215.814.3254

----- Forwarded by Mikal Shabazz/R3/USEPA/US on 04/10/2012 03:40 PM -----

From: Denise-T Page/R3/USEPA/US
To: Mikal Shabazz/R3/USEPA/US
Cc: Richard Fetzner/R3/USEPA/US@EPA, Bonnie Gross/R3/USEPA/US@EPA, heston.gerald@epa.gov, Jacquelin Williams/R3/USEPA/US@EPA, mcdonald.joanna@epa.gov
Date: 04/10/2012 10:38 AM
Subject: Fw: Invoice Approval Reminder

Good Morning Mikal,
Has the invoice in question been placed in your Easy Lite inbox for review?
This needs to be addressed; this was the second notice.

We would want to be assured that all invoices are reviewed, approved and processed in a timely manner IAW with the Prompt Payment Act. We would want avoid paying interest at all cost.

Denise T. Page
Contracting Officer
Environmental Protection Agency
Region III
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5195

----- Forwarded by Denise-T Page/R3/USEPA/US on 04/10/2012 10:30 AM -----

From: Richard Fetzer/R3/USEPA/US
To: Denise-T Page/R3/USEPA/US
Cc: Bonnie Gross/R3/USEPA/US@EPA, heston.gerald@epa.gov, Jacquelin Williams/R3/USEPA/US@EPA, Mikal Shabazz <Shabazz.Mikal@epamail.epa.gov>, mcdonald.joanna@epa.gov
Date: 04/10/2012 08:54 AM
Subject: Re: Fw: Invoice Approval Reminder

sorry, hit send inadvertently..please DELETE that previous message

. the accurate message is below.

Richard M. Fetzer
Federal On-Scene Coordinator
100 Gypsum Road
Stroudsburg, PA 18360
(215) 341-6307

From: Richard Fetzer/R3/USEPA/US
To: Denise-T Page/R3/USEPA/US
Cc: Mikal Shabazz <Shabazz.Mikal@epamail.epa.gov>, Jacquelin Williams/R3/USEPA/US@EPA, Bonnie Gross/R3/USEPA/US@EPA, heston.gerald@epa.gov
Date: 04/10/2012 08:49 AM
Subject: Fw: Invoice Approval Reminder

Denise,

Joanna's message below indicates to pay this invoice well before 3/30. I am not sure why it wasn't paid. If there was any questions regarding my approval of the invoice, I wasn't contacted to verify. My typical process is for me to send the invoice to Joanna for her review and let her take the first cut. If she has issues, she sends those to me. without issues, we typically just pay the entire invoice. again, not sure why this wasn't paid on 3/27.

Rich

Richard M. Fetzer
Federal On-Scene Coordinator
100 Gypsum Road
Stroudsburg, PA 18360
(215) 341-6307

----- Forwarded by Richard Fetzer/R3/USEPA/US on 04/10/2012 08:32 AM -----

From: Joanna Mcdonald/R3/USEPA/US
To: Denise-T Page/R3/USEPA/US
Cc: Mikal Shabazz/R3/USEPA/US, Richard Fetzer/R3/USEPA/US@EPA, "Jackie Williams" <williams.jacquelin@epa.gov>
Date: 03/27/2012 12:00 PM
Subject: Re: Invoice Approval Reminder

Sorry guys. I reviewed this last week before I left but I see that I did not tell anyone:) It is ok to pay in full.

Re: Invoice Approval Reminder 7425F9149B34FA19852579CD005234E5

Denise-T Page

to: Richard Fetzer

03/26/2012 02:18 PM

Cc: "Joanna McDonald", "Jackie Williams", Mikal Shabazz

Okay Rich,
It can wait until she come back tomorrow; the last day to approve is Friday, the 30th

Denise T. Page
Contracting Officer
Environmental Protection Agency
Region III
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5195

From: Richard Fetzer/R3/USEPA/US
To: Denise-T Page/R3/USEPA/US
Cc: "Joanna McDonald" <mcdonald.joanna@epa.gov>, "Jackie Williams" <williams.jacqueline@epa.gov>, Mikal Shabazz/R3/USEPA/US
Date: 03/26/2012 10:57 AM
Subject: Re: Invoice Approval Reminder

Denise, **Ex. 6 - Personal Privacy** Go ahead and pay it. She will review and catch up any issues on the next one.

Rich.

Richard M. Fetzer
Federal On-Scene Coordinator
100 Gypsum Road
Stroudsburg, PA. 18360
(570) 402 7108

----- Original Message -----

From: Denise-T Page
Sent: 03/26/2012 10:43 AM EDT
To: Richard Fetzer
Cc: Group FMC-Customer
Subject: Fw: Invoice Approval Reminder

Good Morning Rich,
Who at the site would approve this invoice?
this is the second notice

Denise T. Page
Contracting Officer
Environmental Protection Agency
Region III
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5195

----- Forwarded by Denise-T Page/R3/USEPA/US on 03/26/2012 10:42 AM -----

From: Group FMC-Customer@EPA
To: Denise-T Page/R3/USEPA/US
Date: 03/25/2012 06:41 AM
Subject: Invoice Approval Reminder

This reminder email is being sent to the Primary Approving Official for the invoice(s) referenced below, and separate info copies are being sent to the Alternate and the Contracting Officer (CO). If the Primary is not available, the Alternate should complete invoice approval.

Please use the Electronic Approval System (EASYLITE - http://ofmint.rtpnc.epa.gov/fmc2_prv/easylite.welcome) to complete invoice approval as soon as possible and no later than the PO Due Date(s) listed below.

If not received as such, a representative from RTP-FC's Contract Payment Section may contact the Primary and/or Alternate. Further, the CO will be contacted if there is still no response, in order to avoid late invoice payments, in accordance with the Prompt Payment Act. If you have questions, contact our Customer Assistance Support Staff at 919-541-1148 or by email at GROUP FMC-CUSTOMER. You may also contact the payment technician for your contract.

PASSWORD INFO:

Access the link below if your password is locked, expired or forgotten - http://ofmint.rtpnc.epa.gov/fmc2/easypass.easypass_welcome. For further assistance with ID and PASSWORD info, contact Mary Autry at 919-541-1533 or Diane Harris at 919-541-7569.

Thank you for your prompt assistance.

Role: CONTRACTING OFFICER

PO Due Date: 03/30/2012

Contractor: KEMRON ENVIRONMENTAL SERVICES,

Contract/DO/Invoice: EPS30703/00035/SE1635-01

Description: dimock residential groundwater site

intersection of PA Rte 29 at 2024

Dimock, Susquchanna, PA 18847

Invoice Amount: \$102,579.00

Invoice Date: 03/09/2012

RTP-FC Received Date: 03/13/2012